

C O N F I D E N T I A L

BG 2-1

7 December 1988

MEMORANDUM FOR: Director of Training and Education

FROM: John M. Ray
Director of LogisticsSUBJECT: Request for Additional Space in the New Headquarters Building
for Secretarial Training [redacted]REFERENCE: A. Memo for D/OL fm D/OTE, dtd 27 Sep 88, Same Subject
B. Memo for D/OTE fm D/OL, dtd 6 Sep 88, Same Subject

Stan

1. We have restudied the options for housing the secretarial training programs in the New Headquarters Building (NHB). We simply cannot, at this time, promise you any space in NHB that will satisfy this requirement. As you are aware, we are still designing and fitting spaces for those remaining Agency components scheduled to move into the building. When this process is complete, and we are sure everyone fits, we can then address the question of housing the secretarial program on the Headquarters Compound. It will be mid-1989 at the earliest before this happens. [redacted]

2. As an alternative measure, Space Planning Division is assisting your office in designing and fitting up rooms 225-228 of East Building at 2430 E Street for secretarial training. The space will accommodate up to 25 Wang workstations and meets your size criteria. We are aware that 2430 E Street is not your preferred location for this training. It is, however, the best currently available solution, and we will do our best to make sure it works for you until a more permanent alternative becomes available. [redacted]

[redacted]
John M. Ray

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OL/SPD/HCB (16 November 1988)

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